



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

March 24, 2000

OFFICE TECHNICIAN (TYPING)

\$2258 - \$2745 per month

or

SENIOR LEGAL TYPIST

Range A \$2215 - \$2693 per month

Range B \$2476 - \$3009 per month

Under the general direction of the Chief Counsel of the Legal Division, the Office Technician/Senior Legal Typist performs the following duties:

DUTIES AND RESPONSIBILITIES

- Prepare legal correspondence, documents, pleadings; coordinate public hearings, press conferences and executive sessions for monthly Commission meetings; review for completeness all legal calendar items and exhibits for monthly Commission meetings.
- Screen a variety of telephone calls and visitors.
- Establish and maintain litigation files and other legal administrative files; maintain law libraries in Sacramento and Long Beach offices.
- Schedule staff meetings, prepare agenda materials, and make travel arrangements.

DESIRABLE QUALIFICATIONS:

- Ability to interact professionally with staff the public;
- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Familiarity with Word, Access, GroupWise 5.

POSITION LOCATION

100 Howe Avenue, Suite 100-South
Sacramento, CA

SUBMIT APPLICATION TO:

California State Lands Commission
Attention: Personnel
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
(916) 574-1910
FAX: (916) 574-1915

Applications will be accepted until position is filled. Applications will be screened and only the most qualified candidates who have list eligibility for appointment to these classes or transfer eligibility will be scheduled for an interview.